**YOUR NAME HERE**

City, State | Telephone | Email | LinkedIn

**OBJECTIVE SUMMARY**

What are you hoping to gain by creating this resume? Please include 1-2 sentences here*.* ***EXAMPLE:*** I am a [*personal strength*], [*personal strength*] individual who is interested in the role of [*position title*] at [*company name*] where I can contribute my experience in [*list 2-3 additional skills or qualifications*].

**EDUCATION, CERTIFICATIONS, AND TRAINING**

**Degree Type — Major/Minor/Program**, Start Month, Year – Anticipated Completion: Month, Year

*School Name – City, State*

* List any relevant coursework, senior capstones, publications or research projects, etc.

**PROFESSIONAL EXPERIENCE**

**Business Name** – City, State (or other location if abroad)

*Position Title, Start Month, Year - End Month, Year*

* List one (1) to five (5) bullet points for each job/internship/shadow experience: up to five for the experiences that are most relevant to the job you’re applying for, and as few as one for those not as relevant. Order your bullet points from most important at the top, to least important.
* Begin each bullet point with an ACTION VERB in past *or* present tense (use past tense for previous experiences; present tense for current experiences). These should be sentence fragments.
* Highlight your key job responsibilities, the strengths/skills you used, and the outcome or the impact of you completing that job duty. Job duty + strengths/skills + outcomes/impact = Quality Bullet Points!
* Include numbers when possible (Examples: approximately how many kids did you tutor or coach? Did you increase social media engagement by a specific percentage amount within a timeframe?)
* If an experience is not *directly* related to the position you’re applying for, *you can still include it!* Transferrable skills are important (critical thinking, communication, teamwork, etc.).
* If you have multiple experiences/entries within any section on your resume, list the most recent first, followed by the rest (reverse chronological order).

**EXTRACURRICULAR INVOLVEMENT**

**Organization/Team** – City, State (or other location if abroad)

Level of involvement (Member, Leadership Role, etc.), *Start* *Month, Year - End Month, Year*

* Are you a member of a registered student organization or honors society, involved in a collegiate sport, or a part of another group on- or off-campus (ex: church group, community group, etc.)? Use bullet points to describe your involvement and accomplishments.

**VOLUNTEER EXPERIENCE**

**Organization**– City, State (or other location if abroad)

Level of involvement (Volunteer Coach, Volunteer, etc.), *Start* *Month, Year - End Month, Year*

* Do you volunteer through a local organization or charity, or have you participated in a service project? Use bullet points to describe your involvement and accomplishments.

**HONORS AND AWARDS**

* Academic, professional, extracurricular, community, or athletic recognitions/awards

**ADDITIONAL SKILLS**

* Languages (include written, spoken, and listening proficiency levels)
* Technology or systems (Office 365 programs, data, design)
* Equipment (scientific lab, warehouse, maintenance, film or photo production)